STUDENTS' HANDBOOK

West Georgia College

Carrollton, Ga.

1937-1938

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To The Student Personnel Of West Georgia College:

The faculty joins me in giving to you a most hearty and cordial welcome. Our campus is a friendly place. This pamphlet is printed for your information. We hope that it contains information which will aid you. The suggestions herein listed have been found helpful by our faculty and students. Therefore, we pass them on to you.

The main objective of West Georgia College is the progressive development of the individual to take his or her place in and improve society. You are requested to help us.

Respectfully,

IRVINE S. INGRAM, President.

General Regulations

1. College regulations go into effect at the time a student arrives on the campus and continue throughout commencement. Students permitted to leave the campus at various times during the year are responsible for upholding the standards of the college during their absence.

2. If in case of emergency a parent wishes to call a student home, communication must be made with the president or dean.

3. Leave of absence may be refused because of low scholarship or of too frequent requests for leave.

4. Attendance at chapel is compulsory .

5. Dormitory women are not to ride or park in cars with young men. Day women students are not to park in cars with young men.

6. Students are requested not to smoke in the academic building, the dining hall, or the gymnasium.

7. When the dormitories are officially closed for holidays or the close of the session there shall not be permitted any social engagements on the part of students remaining beyond this time.

8. Outsiders who persist in making a nuisance of themselves in the college community shall be barred from having dates with college girls.

9. Girls are permitted to go hiking in groups of four or more.

10. A grade of E automatically becomes an F if re-examination is not taken in the subsequent quarter.

11. Tennis courts will be closed from 9 A. M. to 1 P. M. on Sundays.

12. All communications from parents or guard-

ians concerning leave of absence must be made to the dean or president. Standing permits are valid for week-end visits at home.

13. Dates are allowed on Sunday only on the front campus from three until five. Dates are automatically discontinued in inclement weather.

14. Too frequent meetings between men and women students may be occasion for disciplinary action.

15. No student is allowed in the rooms and halls of the academic building after 3:30 P. M. unless under faculty supervision.

16. Overnight visitors may be entertained in the dormitories only on week-ends.

17. Requests for trays during illness must be made thirty minutes before meals.

18. Men and women students are not to be together on the campus after 6 P. M.

19. The official school colors shall be Crimson Red and Royal Blue.

Dormitory Rules—Men

1. Rooms must be kept in order and are inspected each day except Sunday. Change in furniture or any other question about the rooms must be referred to the dormitory officials. Paste or anything to mar the walls must not be used. Each person is responsible for the upkeep and preservation of property in his room and will be required to pay for any damage.

2. Quiet hour will be observed in the dormitory after seven every evening except Friday and Saturday.

3. Students wishing to entertain overnight guests must get permission from Mr. Strozier.

4. Students wishing to leave the dormitory in the evening will indicate such by signing the proctor's book.

5. Students wishing to leave school for the week-end will sign their names and give destination and time of expected return.

6. Each room is furnished by one sixty-watt light. Any replacements must be made by the students. Any additional appliances or lights will cost fifty cents a month.

7. A fifty-cent deposit fee is charged for each key This is returned when the key is turned in at the end of the year.

8. Radios must not be played loud enough to disturb others.

9. All radios must be turned off before eleven o'clock every night.

10. Students are expected to conduct themselves as gentlemen at all times.

Dormitory Rules—Women

1. See (1) Dormitory Rules For Men.

2. Women leaving the campus must file a leave of absence card, giving date and hour of their departure and their specific destination.

3. After week-end trips a student is to return not later than sunset on Sunday.

4 All nights except Friday and Saturday are closed nights and no engagements are permitted.

5. Quiet hours are observed every evening after seven except Friday and Saturday.

6. Smoking is prohibited.

7. In case of illness or other emergency students

should report to the dean of women at once, day or night.

8. Arrangements for guests must be made with the dean of women. All guests are expected to conform to the dormitory regulations. Meals are twenty-five cents each.

9. Women students must go to town in groups of two or more. This regulation applies to the theatre and the shopping center.

10. Women are not to go to town in the mornings, except by special permission of the dean of women. Sunday church services are excepted.

11. Women are permitted to walk as far as the Maple Street School on Sunday afternoons.

12. See (6) Dormitory Rules for Men.

13. See (8) Dormitory Rules for Men.

14. Freshmen are allowed one evening engagement a week, sophomores two.

15. There shall be no engagements in the Women's Buildings during any student body social function.

16. Women living on the campus shall fill all evening engagements at the Women's Buildings.

17. All outgoing telephone calls must be reversed. Use of telephone except for long distance calls is prohibited during study hour.

Absences

1. There will be no excused absences except for trips with athletic teams, the glee clubs, the debating club, the dramatic club, field trips sponsored by instructors, and illness.

2. Quality points will be deducted from the student's total for excessive class or chapel absences.

The term "excessive" shall be determined by the dean of the college according to the rcord of the individual student.*

3. Three tardies in one class constitute one absence.

4. Except in cases of unavoidable absences satisfactorily explained to the dean, students are charged a fee of two dollars for making up a final examination and a fee of one dollar for making up a mid-term examination.

5. A student desiring to continue his college work after being absent from a class or exercise occurring the two days immediately preceding or the two days immediately following the Thanksgiving recess, the Christmas recess, the Spring recess or other college holidays, must pay a fine of $1.50 for each day on which the absences occurred. The same fee is charged for reinstatement of any kind.

* See 1937-1938 Bulletin of West Georgia College, p. 50, for an explanation of quality points.

Rules Regulating Use Of The Gymnasium

1. The gymnasium is for the use of both men and women, but they are not to use it at the same time. When women's classes are scheduled, men must confine their activities to the athletic field. Several periods during the week will be set aside for activities in group dancing, folk dancing, marching tactics and similar recreational activities, at which time both men and women may attend.

2. Smoking is prohibited at all times in the gymnasium, on the athletic field when the student is participating in any activity, and at any other time or place when the student is wearing the official athletic uniform of the College.

3. Once each three or four weeks the gymnasium is used for College social affairs. The group or organization sponsoring the affair is held responsible by the faculty for the removal of decorations and the arrangement of the building for the next schedule class following the entertainment.

4. Lockers and showers for students who do not live in the Dormitory are available in the basement of the dining hall, adjacent the gymnasium.

Probation

1. A student must pass at least one academic course or be dropped from school at the end of the quarter.

2. A student who passes only one course will be put on probation during the subsequent quarter.

3. To remain in school a student who has been placed on probation must pass two courses with a minimum of two quality points at the mid-term examinations.

4. A student who has been dropped from school on account of his academic work may return to school after one quarter but is still on probation.

5. A student who makes no quality points for two consecutive quarters will be placed on probation.

6. A student on probation will be required to remain on the campus except when given special permission by the dean of men and dean of women.

7. Cutting classes or chapel while on disciplinary or scholastic probation will be considered just cause for suspension or expulsion of the offender.

8. While on disciplinary or scholastic probation students are not expected to represent the college in any intercollegiate activity.

9. Any student while on disciplinary probation for serious offense shall for that period of time lose membership in all student organizations.

Advanced Credits

1. Students entering with advanced credits are required to fulfill the requirements of thirty-six quality points for graduation.

2. The requirement of two physical education courses is removed for students entering with advanced credits. Physical education will be required during residence here, but may be completed in a senior college.

Library Regulations

1. The library shall be open from 7:30 A. M. to 5 P. M. on Mondays through Fridays. On Saturdays when regular classes are held the library hours shall be from 7:30 A. M. to 3:00 P. M. On all other Saturdays hours shall be from 7:30 A. M. to 12 Noon. Except on nights of general college functions, the library will be open from 7 P. M. to 9 P. M. from Mondays through Thursdays and on Fridays of closed week-ends. Students abusing evening library privileges will be deprived of these privileges.

2. Books not specially reserved may be drawn from the library for home use for two weeks.

3. Books on special reserve must be consulted in the library except as stated in regulations 4 and 5 below.

4. Reserve books may be drawn from the library at 4:15 P. M. for home use overnight and must be returned by 9:00 the following morning.

5. Reserve books may be drawn from the library

at 11:00 A. M. on Saturday for home use over the week-end and must be returned by 9:00 A. M. the following Monday.

6. Periodicals may not be taken from the library by students.

7. A fine of two cents a day will be charged on books not returned on time.

8. A fine of twenty-five cents for the first hour and five cents for every hour thereafter will be charged on reserve books not returned on time.

9. Noise and disorder in the library will subject the offender to withdrawal of library privileges.

10. Mutilation or theft of books or periodicals will subject the offender to suspension or expulsion from the college.

Entertainments

1. Requests for entertainments must be filed in triplicate in the dean's office two weeks ahead of time and must be signed by the faculty advisers. Plans for an entertainment must not be made until the application has been approved.

2. The student body as a whole is permitted one social a month. (Exceptions only by permission of the dean.) Students only are invited.

3. Private parties are limited to one a quarter for each organization, the nature of the function to be decided by the dean in conference with the faculty advisers.

4. Social functions are limited to one a week during the fall and winter quarters and to two a week during the spring quarter. No social functions are to be scheduled during the week of quarterly examinations.

Student Activities

1. All candidates for office of any student organization in order to qualify for election must have passed with "C" average or above all courses up to the time of nomination.

2. When any organization gives a social function the officers and members of that organization shall be considered hosts, and as hosts shall be held responsible for carrying through the function in accordance with the rules and regulations of the college. (This rule applies to private parties as well as public functions.)

3. Organizations giving private parties, shall invite guests only from the student body and from former membership of the organization.

4. There shall be a student activity committee composed of the President of the Student Body, President of the Sophomore Class, President of the Freshman Class to work in co-operation with the committee from the faculty. One of the duties of this committee shall be to announce and conduct student elections.

SCHEDULE OF STUDENT ACTIVITIES

1937-1938

ORGANIZATION	TIME OF MEETING
Mu Zeta Alpha	1st Thursdays, 7:00 P. M. Room A
Zeta Sigma Pi	2nd Thursdays, 7:00 P. M. Room 5.
French Club	2nd Tuesdays, 7:00 P. M.
Home Economics Club	2nd and 4th Tuesdays, 7:00 P. M.
Debating Club	4th Thursdays, 7:00 P. M., Room 5.
Ciceronian Society	3rd Thursdays, 9:30 A. M.
Dramatic Club	Discretion of the Director*
Women's Glee Club	Mondays and Thursdays, 9:50 A. M. Other meetings at the discretion of the Director.*
Men's Glee Club	Mondays, 6:45 P. M. Wednesdays, 7:00 P. M. Other meetings at the discretion of the Director.*
Chorus	Discretion of the Director.*
Voluntary Religious Club	Sundays, 5:00 P. M.

*. These organizations are to be given precedence when preparing for a public appearance.

Staff meetings of THE WEST GEORGIAN and THE CHIEFTAIN may be arranged by the editors and advisers so as not to conflict with the schedule as given above.

All organizations are expected to follow the program as outlined above.

Honor Points

1. Honor points are given for participation in extra-curricular activities. The purpose of these honor points is two-fold: (a) to recognize merit; (b) to enable a greater number of students to engage in extra-curricular activites.

2. Sophomores are allowed a maximum of twelve honor points; freshmen are allowed a maximum of ten honor points. Honor points are given for offices and activities as listed below:

ORGANIZATION	6 pts.	5 pts.	4 pts.	3 pts	2 pts.	1 pt.
WEST GEORGIAN	Editor	Business Mgr.	Associate Editor Managing Editor	Feature Editors	Reporters, etc.	
CHIEFTAIN	Editor	Business Mgr.	Associate Editor		Business Staff Other Eds.	
GLEE CLUBS	Manager (Men's)		President	Membership		
CLASS OFFICERS				President	Other Officers	
CHORUS					President	Membership
RELIGIOUS ACTIVITIES			President	Secretary	Other Officers	
DRAMATIC CLUB			Stage Mgr.	Officers	Membership	
DEBATING CLUB				Officers Teams		Membership
HONORARY SOCIETIES				Officers		Membership
ATHLETICS			Varsity Team Mgr.	Team Capt.	Varsity	

3. The Activities Committee of the faculty constitutes a committee of revision.